

# **Appendix A**

## **Preparedness Functions**

## List of Tables of Preparedness Functions

The following tables are included in this Appendix:

*Detailed list of preparedness function*  
*Preparedness, KDEM*  
*Preparedness, KDHE*  
*Preparedness, Local Health Departments and Local Hospitals*  
*Preparedness, Other agencies*

Except for the first table (Detailed list of preparedness function), each table contains all the functions for which one agency has been identified as having *any* role, whether as lead agency or as an agency of support to another lead agency (fields LINKED AGENCY-1 and LINKED AGENCY-2). Within each table, functions are sorted by lead agency.

### Abbreviations

COR	District Coroner Office
FBI	Federal Bureau of Investigation
KDEM	Kansas Division of Emergency Services
KDHE - Epi	Kansas Department of Health and Environment, Bureau of Epidemiology and Disease Prevention
KDHE - Lab	Kansas Department of Health and Environment, Division of Health and Environmental Laboratories
KDHE - PI	Kansas Department of Health and Environment, Office of Public Information
KHP	Kansas Highway Patrol
LHD	Local Health Department
LHOSP	Local Hospital
LLAW	Local Law Enforcement

# Detailed List of Preparedness Functions

<b>FUNCTION</b>	<b>REFERENCE in TEXT</b>	<b>LEAD AGENCY</b>	<b>LINKED AGENCY-1</b>	<b>LINKED AGENCY-2</b>
<b>Detection and investigation of unusual events or clusters</b>	2.4.c	KDHE-Epi	LHD	
Identify selected hospitals and clinics for active, syndromic surveillance	2.4.c.iii & 2.4.f.ii.2	KDHE-Epi	LHD	
Establish mechanisms for initiation of active surveillance	2.4.c & 3.2.i	KDHE-Epi		
Provide information on how to report diseases to clinicians	2.4.f.i & 2.4.ii.2	KDHE-Epi		
Provide fast, easy reporting tools	2.4.c.ii	KDHE-Epi		
Perform timely data analysis	2.4.c.ii	KDHE-Epi	CDC	
Identify thresholds of frequency increase to trigger investigation	2.4.c.i	KDHE-Epi	CDC	
Provide feedback of analysis results	2.4.c.iii & 3.2.h	KDHE-Epi		
Develop protocols for investigation of BT-related cases	2.4.e.i	KDHE-Epi		
Provide surge capacity mechanism for additional surveillance	2.4.e.iii	KDHE-Epi	CDC	
<b>Vulnerability profile</b>	2.4.a	KHP	KDHE	LHD
Review community threat assessment annually	2.4.a	LHD		
<b>Confirmation of a BT event</b>	3.2.a	KDEM	All	
Appoint members of the Threat Assessment Team (TAT)	2.4.b.ii, 3.2.a	KDEM		
Convene quarterly meetings of TAT	2.4.b	KDEM		
<b>State Agency Response Team</b>	2.4.b	KDEM	All	
Appoint members of State Response Team	1.4.b, 2.4.b.iii	KDEM		
Convene quarterly meetings of State Response Team	1.4.b, 2.4.b.iii	KDEM		
<b>Establish a Health Alert Network (HAN)</b>	2.4.d , App G	KDHE-Epi	LHD	
Distribution of pagers to LHD	2.4.d.ii, App G	KDHE-Epi	LHD	
Identify selected hospitals, physicians, and other users to include in HAN	2.4.d.iii, App G	LHD	KDHE-Epi	
Distribution of pagers to selected hospitals and physicians	2.4.d.iii, App G	KDHE-Epi	LHD	LHOSP
Establish group e-mail capability for routine communication	2.4.d	KDHE-Epi		
Establish group e-mail capability for emergency communication	2.4.d	KDHE-Epi		
Establish group fax capability for LHD	2.4.d	KDHE-Epi		
Establish group fax capability for selected hospitals and physicians	2.4.d	KDHE-Epi	LHD	
Perform periodic tests of the pager, fax, and e-mail systems	2.4.d	KDHE-Epi		
<i>Evaluate test results and make modifications, as needed</i>	2.4.d	KDHE-Epi		
Establish a statewide centralized public health directory	2.4.d.iii	KDHE-Epi	LHD	
<i>Perform system requirement definition</i>	2.4.d.iii	KDHE-Epi		
<i>Design and produce the needed software</i>	2.4.d.iii	KDHE-Epi		
<i>Collect the information to feed into the system</i>	2.4.d.iii	KDHE-Epi		

# Detailed List of Preparedness Functions

<b>FUNCTION</b>	<b>REFERENCE in TEXT</b>	<b>LEAD AGENCY</b>	<b>LINKED AGENCY-1</b>	<b>LINKED AGENCY-2</b>
<i>Maintain and update the directory</i>	2.4.d.iii	KDHE-Epi		
Establish and support a HAN Web site	2.4.d.ii	KDHE-Epi		
Establish mechanisms and authority to activate the alert system	3.2.b	KDHE-Epi		
<i>Ensure mechanism to issue page alerts 24/7</i>	3.2.b.ii	KDHE-Epi		
<i>Ensure mechanisms to update the HAN Website 24/7</i>	3.2.b.i	KDHE-Epi		
Participate in national electronic alert and notification systems	2.4.d.iv, 3.2.b.ii	KDHE-Epi		
<b>Laboratory preparedness</b>	2.4.g	KDHE-Lab		
Establish BL3 laboratory in Topeka	2.4.g.i	KDHE-Lab		
Assure BL3 on KDHE lab	2.4.g.i	KDHE-Lab		
Training of level A laboratory technician	2.4.g.i	KDHE-Lab		
Develop protocols for specimen submission	2.4.g.i	KDHE-Lab		
<i>Criteria for acceptance</i>	2.4.g.i, App K	KDHE-Lab	KDHE-Epi	
<i>Mechanisms to involve LHD</i>	2.4.d.iii	KDHE-Lab	LHD	
<i>Authorization</i>	2.4.d	KDHE-Lab	KDHE-Epi	
<i>Packing instructions</i>	2.4.d	KDHE-Lab		
<i>Pre-positioning of packing material, when necessary</i>	2.4.d	KDHE-Lab		
<i>Transportation</i>	2.4.d	KDHE-Lab	KDHE-Epi	
Develop protocols with FBI to process specimens	App K	KDHE-Lab	KDHE-Epi	
<b>Mass care preparedness</b>	2.4.f.4	KDHE-Epi	LHD	LHOSP
Assure the development of a hospital disaster response plan including bioterrorism events	2.4.f.4	LHOSP	LHD	KDHE-Epi
<i>Form a Disaster Response Committee</i>	2.4.f.ii.1	LHOSP	LHD	
<i>Determine triage mechanisms</i>	2.4.f	LHOSP	LHD	
<i>Establish mechanism for quick activation of key staff</i>	2.4.f	LHOSP	LHD	
<i>Identify security measures necessary to protect supplies and staff</i>	2.4.f	KHP	LHD	
<i>Consider mutual aid agreements with other local hospitals in region</i>	2.4.f	LHOSP	LHD	
<i>Prepare plan to transfer non-critical patients to other pre-identified facilities</i>	2.4.f.4	LHOSP	LHD	
<i>Ensure mechanisms for appropriate infection control measures</i>	2.4.f.4	LHOSP	LHD	
<i>Plan for handling large number of infectious patients and waste, including Personal Protective Equipment (PPE)</i>	2.4.f.4	LHOSP	LHD	
<i>Ensure ability to quickly provide chemio-prophylaxis to staff, if needed</i>		LHOSP	LHD	

## Detailed List of Preparedness Functions

<b>FUNCTION</b>	<b>REFERENCE in TEXT</b>	<b>LEAD AGENCY</b>	<b>LINKED AGENCY-1</b>	<b>LINKED AGENCY-2</b>
<i>Ensure the presence of adequate isolation rooms</i>	2.4.f.4	LHOSP	LHD	
<i>Have contingency plans for patient cohorting</i>	2.4.f.4	LHOSP	LHD	
<i>Identify possible areas that could be rapidly turned into patient wards</i>	2.4.f.4	LHOSP	LHD	
<i>Supply and update emergency contact information to the HAN</i>	2.4.f.d.iii	LHOSP	LHD	
<i>Develop tracking system to identify staff contacts of index case patients</i>	2.4.f.4	LHOSP	LHD	
<i>Pre-identify possible sources for additional medical equipment and supplies</i>	2.4.f.4	LHOSP	LHD	
<i>Develop mechanism for acquisition of national stockpile push package</i>	NPS Annex	KDHE-Epi	KDEM	
<i>Identify request authority, channel, and process</i>	NPS Annex	KDHE-Epi		
<i>Identify airports that can be used to receive push package</i>	NPS Annex	KDEM		
<i>Establish mechanisms to activate personnel and equipment to receive push package</i>	NPS Annex	KDEM		
<i>Identify staff and material resources needed for repacking</i>	NPS Annex	KDHE-Epi		
<i>Identify personnel and equipment necessary for transportation to the destination sites</i>	NPS Annex	KHP	KDEM	
<i>Identify security measures necessary to protect supplies and staff</i>	NPS Annex	KHP	KDEM	
<i>Assure ability to mobilize amounts of medications necessary to cover needs of mass treatment or prophylaxis for 24 hours</i>	NPS Annex	LHD	LHOSP	KDHE-Epi
<i>Discuss issues of funding and payment for needed medications</i>	NPS Annex	KDHE-Epi	LHOSP	
<i>Identify mechanism and authority for acquisition of medications</i>	NPS Annex	LHOSP	KDHE-Epi	
<i>Develop plans for mass distribution of medication and vaccines</i>	NPS Annex	LHD	KDHE-Epi	LHOSP
<i>Identify personnel that can be rapidly mobilized</i>	NPS Annex	LHD	KDHE-Epi	
<i>Identify possible warehouses and distribution points</i>	NPS Annex	LHD	KDHE-Epi	
<i>Discuss possible mechanisms for public notification of distribution sites and dates</i>	NPS Annex	LHD	KDHE-Epi	
<b>Mortuary</b>	Mass Fatality Annex	COR	LHD	
<i>Prepare plans for the disposal of large number of bodies</i>	Mass Fatality Annex	COR	LHD	
<b>Public Information</b>	1.3.c	KDHE-EPI		
<i>Prepare general information material on BT agents for general public and clinicians</i>	1.3.c, 3.3.h	KDHE-Epi	KDHE-Epi	
<i>Ensure ability to quickly reproduce large amounts of information material</i>	3.3.j	KDHE-Epi		

# Detailed List of Preparedness Functions

<b>FUNCTION</b>	<b>REFERENCE in TEXT</b>	<b>LEAD AGENCY</b>	<b>LINKED AGENCY-1</b>	<b>LINKED AGENCY-2</b>
Identify emergency contact information for key media agencies	3.3.j	KDHE-Epi		
Procure quick dissemination mechanism, such as broadcast fax	2.4.d	KDHE-IS	KDHE-Epi	
<b>Communications</b>	2.4.d	All		
Maintain updated emergency contact lists	2.4.d.iii	All		
Ensure mechanisms for inter-agency communications	2.4.d	All	LHD	
Encourage participation within the HAN	2.4.d.iii	KDHE-Epi	LHD	
Maintain list of satellite downlink emergency sites	appendix H	KDHE-Epi		
Plan for availability of adequate 2-way communication systems for key respondents	NPS Annex	KDEM		
<b>General Planning and Miscellaneous</b>	2.4.j	All		
Identify standards and content for training of public health workers on BT issue	2.4.j	KDHE-Epi	LHD	
Develop a BT preparedness and response implementation plan.	2.4.j	All		
Develop protocols of response to announced attacks	1.4.b	KDEM	KDHE-Epi	
<i>Outline clear line of authority and response mechanisms</i>	2.4.e, 2.4.f.ii	KDEM	KDHE-Epi	KHP
<i>Recommend standards for the protection of first responders</i>	1.4	KDEM	KDHE-Epi	KHP
Provide training of public health workers on BT issue	NPS Annex	KDEM	KDHE-Epi	
Develop state preparedness and response plan	1.4.a, 2.4.i	KDHE-Epi	LHD	
Develop local preparedness and response plan	1.4.b	KDHE-Epi		
Conduct regular drills and exercises	1.4.c	LHD	KDHE-Epi	
Ensure capacity to track costs	1.4.j	KDEM	KDHE-Epi	
Ensure mental health resources can be mobilized for hospital staff, patients, and families	2.4.f.iv	KDEM	KDHE-Epi	
Review vulnerability assessment yearly	2.4.f.iv	LHD		
Review BT plan yearly	2.4.a	LHD		
Review legal authorities for public health response and promote changes, as needed	2.4.j	All	LHD	
Establish protocols of response to BT incidents		1.4 KDEM	KDHE-Epi	
Provide training to relevant staff on BT response, as needed	2.4.k	All		
Supply representative for Terrorism Working Group	2.4.l	All		
	2.4.b	All		

LEAD AGENCY

FUNCTION

LINKED AGENCY-1

LINKED AGENCY-2

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## Preparedness, Kansas Department of Emergency Management

### All

#### Communications

Maintain updated emergency contact lists

Ensure mechanisms for inter-agency communications

LHD

#### General Planning and Miscellaneous

Develop a BT preparedness and response implementation plan

Review BT plan yearly

LHD

Establish protocols of response to BT incidents

Provide training to relevant staff on BT response, as needed

Supply representative for Terrorism Working Group

### KDEM

#### Confirmation of a BT event

All

Appoint members of the Threat Assessment Team (TAT)

Convene quarterly meetings of TAT

#### State Agency Response Team

All

Appoint members of State Response Team

Convene quarterly meetings of State Response Team

Identify airports that can be used to receive push package

Establish mechanisms to activate personnel and equipment to receive push package

Plan for availability of adequate 2-way communication systems for key respondents

Develop BT Annex to state emergency response plan, based on KDHE plan.

KDHE-Epi

Develop protocols of response to announced attacks

KDHE-Epi

KHP

Outline clear line of authority and response mechanisms

KDHE-Epi

KHP

LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
	Recommend standards for the protection of first responders		KDHE-Epi
	Conduct regular drills and exercises		KDHE-Epi
	Ensure capacity to track costs		KDHE-Epi
	Review legal authorities for public health response and promote changes, as needed		KDHE-Epi
<b>KDHE-Epi</b>			
	Develop mechanism for acquisition of national stockpile push package		KDEM
<b>KHP</b>			
	Identify personnel and equipment necessary for transportation to the destination sites		KDEM
	Identify security measures necessary to protect supplies and staff		KDEM



LEAD AGENCY

FUNCTION

LINKED AGENCY-1

LINKED AGENCY-2

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## Preparedness, KDHE

### All

#### Communications

Maintain updated emergency contact lists

Ensure mechanisms for inter-agency communications

LHD

#### General Planning and Miscellaneous

Develop a BT preparedness and response implementation plan

Review BT plan yearly

LHD

Establish protocols of response to BT incidents

Provide training to relevant staff on BT response, as needed

Supply representative for Terrorism Working Group

### KDEM

Confirmation of a BT event

All

State Agency Response Team

All

Develop BT Annex to state emergency response plan, based on KDHE plan.

KDHE-Epi

Develop protocols of response to announced attacks

KDHE-Epi

KHP

Outline clear line of authority and response mechanisms

KDHE-Epi

KHP

Recommend standards for the protection of first responders

KDHE-Epi

Conduct regular drills and exercises

KDHE-Epi

Ensure capacity to track costs

KDHE-Epi

Review legal authorities for public health response and promote changes, as needed

KDHE-Epi

### KDHE-Epi

Detection and investigation of unusual events or clusters

LHD

Identify selected hospitals and clinics for active, syndromic surveillance

LHD

LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
	Establish mechanisms for initiation of active surveillance		
	Provide information on how to report diseases to clinicians		
	Provide fast, easy reporting tools		
	Perform timely data analysis	CDC	
	Identify thresholds of frequency increase to trigger investigation	CDC	
	Provide feedback of analysis results		
	Develop protocols for investigation of BT-related cases		
	Provide surge capacity mechanism for additional surveillance	CDC	
	Establish a Health Alert Network (HAN)	LHD	
	Distribution of pagers to LHD	LHD	
	Distribution of pagers to selected hospitals and physicians	LHD	LHOSP
	Establish group e-mail capability for routine communication		
	Establish group e-mail capability for emergency communication		
	Establish group fax capability for LHD		
	Establish group fax capability for selected hospitals and physicians	LHD	
	Perform periodic tests of the pager, fax, and e-mail systems		
	Evaluate test results and make modifications, as needed		
	Establish a statewide centralized public health directory	LHD	
	Perform system requirement definition		
	Design and produce the needed software		
	Collect the information to feed into the system		
	Maintain and update the directory		
	Establish and support a HAN Web site		
	Establish mechanisms and authority to activate the alert system		
	Ensure mechanism to issue page alerts 24/7		
	Ensure mechanisms to update the HAN Website 24/7		
	Participate in national electronic alert and notification systems		
	Mass care preparedness	LHD	LHOSP

LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
	Develop mechanism for acquisition of national stockpile push package		KDEM
	Identify request authority, channel, and process		
	Identify staff and material resources needed for repacking		
	Discuss issues of funding and payment for needed medications		LHOSP
	Public Information		
	Prepare general information material on BT agents for general public and clinicians		KDHE-Epi
	Ensure ability to quickly reproduce large amounts of information material		
	Identify emergency contact information for key media agencies		
	Encourage participation within the HAN		LHD
	Maintain list of satellite downlink emergency sites		
	Identify standards and content for training of public health workers on BT issue		LHD
	Provide training of public health workers on BT issue		LHD
	Develop state preparedness and response plan		
<b>KDHE-IS</b>			
	Procure quick dissemination mechanism, such as broadcast fax		KDHE-Epi
<b>KDHE-Lab</b>			
	Laboratory preparedness		
	Establish BL3 laboratory in Topeka		
	Assure BL3 on KDHE lab		
	Training of level A laboratory technician		
	Develop protocols for specimen submission		
	Criteria for acceptance		KDHE-Epi
	Mechanisms to involve LHD		LHD
	Authorization		KDHE-Epi
	Packing instructions		
	Pre-positioning of packing material, when necessary		
	Transportation		KDHE-Epi
	Develop protocols with FBI to process specimens		KDHE-Epi

LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
<b>KHP</b>			
	Vulnerability profile	KDHE	LHD
<b>LHD</b>			
	Identify selected hospitals, physicians, and other users to include in HAN	KDHE-Epi	
	Assure ability to mobilize amounts of medications necessary to cover needs of mass treatment or prophyla	LHOSP	KDHE-Epi
	Develop plans for mass distribution of medication and vaccines	KDHE-Epi	LHOSP
	Identify personnel that can be rapidly mobilized	KDHE-Epi	
	Identify possible warehouses and distribution points	KDHE-Epi	
	Discuss possible mechanisms for public notification of distribution sites and dates	KDHE-Epi	
	Develop local preparedness and response plan	KDHE-Epi	
	Ensure mental health resources can be mobilized for hospital staff, patients, and families	KDHE-Epi	
<b>LHOSP</b>			
	Assure the development of a hospital disaster response plan including bioterrorism events	LHD	KDHE-Epi
	Identify mechanism and authority for acquisition of medications	KDHE-Epi	

LEAD AGENCY

FUNCTION

LINKED AGENCY-1

LINKED AGENCY-2

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## Preparedness, Local Health Departments and Local Hospitals

### All

#### Communications

Maintain updated emergency contact lists

Ensure mechanisms for inter-agency communications

LHD

#### General Planning and Miscellaneous

Develop a BT preparedness and response implementation plan

Review BT plan yearly

LHD

Establish protocols of response to BT incidents

Provide training to relevant staff on BT response, as needed

Supply representative for Terrorism Working Group

### COR

#### Mortuary

LHD

Prepare plans for the disposal of large number of bodies

LHD

### KDEM

Confirmation of a BT event

All

State Agency Response Team

All

### KDHE-Epi

Detection and investigation of unusual events or clusters

LHD

Identify selected hospitals and clinics for active, syndromic surveillance

LHD

Establish a Health Alert Network (HAN)

LHD

Distribution of pagers to LHD

LHD

Distribution of pagers to selected hospitals and physicians

LHD

LHOSP

Establish group fax capability for selected hospitals and physicians

LHD

LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
	Establish a statewide centralized public health directory	LHD	
	Mass care preparedness	LHD	LHOSP
	Discuss issues of funding and payment for needed medications	LHOSP	
	Encourage participation within the HAN	LHD	
	Identify standards and content for training of public health workers on BT issue	LHD	
	Provide training of public health workers on BT issue	LHD	
<b>KDHE-Lab</b>			
	Mechanisms to involve LHD	LHD	
<b>KHP</b>			
	Vulnerability profile	KDHE	LHD
	Identify security measures necessary to protect supplies and staff	LHD	
<b>LHD</b>			
	Review community threat assessment annually		
	Identify selected hospitals, physicians, and other users to include in HAN	KDHE-Epi	
	Assure ability to mobilize amounts of medications necessary to cover needs of mass treatment or prophylaxis	LHOSP	KDHE-Epi
	Develop plans for mass distribution of medication and vaccines	KDHE-Epi	LHOSP
	Identify personnel that can be rapidly mobilized	KDHE-Epi	
	Identify possible warehouses and distribution points	KDHE-Epi	
	Discuss possible mechanisms for public notification of distribution sites and dates	KDHE-Epi	
	Develop local preparedness and response plan	KDHE-Epi	
	Ensure mental health resources can be mobilized for hospital staff, patients, and families	KDHE-Epi	
	Review vulnerability assessment yearly		
<b>LHOSP</b>			
	Assure the development of a hospital disaster response plan including bioterrorism events	LHD	KDHE-Epi
	Form a Disaster Response Committee	LHD	
	Determine triage mechanisms	LHD	
	Establish mechanism for quick activation of key staff	LHD	
	Consider mutual aid agreements with other local hospitals in region	LHD	

LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
	Prepare plan to transfer non-critical patients to other pre-identified facilities	LHD	
	Ensure mechanisms for appropriate infection control measures		
	Plan for handling large number of infectious patients and waste, including Personal Protective Equipme	LHD	
	Ensure ability to quickly provide chemio-prophylaxis to staff, f needed	LHD	
	Ensure the presence of adequate isolation rooms	LHD	
	Have contingency plans for patient cohorting	LHD	
	Identify possible areas that could be rapidly turned into patient wards	LHD	
	Supply and update emergency contact information to the HAN	LHD	
	Develop tracking system to identify staff contacts of index case patients	LHD	
	Pre-identify possible sources for additional medical equipment and supplies	LHD	
	Identify mechanism and authority for acquisition of medications	KDHE-Epi	

LEAD AGENCY

FUNCTION

LINKED AGENCY-1

LINKED AGENCY-2

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## Preparedness, Other Agencies

### All

#### Communications

Maintain updated emergency contact lists

Ensure mechanisms for inter-agency communications

LHD

#### General Planning and Miscellaneous

Develop a BT preparedness and response implementation plan

Review BT plan yearly

LHD

Establish protocols of response to BT incidents

Provide training to relevant staff on BT response, as needed

Supply representative for Terrorism Working Group

### COR

#### Mortuary

LHD

Prepare plans for the disposal of large number of bodies

LHD

### KDEM

Develop protocols of response to announced attacks

KDHE-Epi

KHP

Outline clear line of authority and response mechanisms

KDHE-Epi

KHP

### KDHE-Epi

Perform timely data analysis

CDC

Identify thresholds of frequency increase to trigger investigation

CDC

Provide surge capacity mechanism for additional surveillance

CDC

### KHP

#### Vulnerability profile

KDHE

LHD

Identify security measures necessary to protect supplies and staff

LHD



LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
	Identify personnel and equipment necessary for transportation to the destination sites	KDEM	
	Identify security measures necessary to protect supplies and staff	KDEM	

# **Appendix B**

## **Response Functions**

# List of Tables of Response Functions

The following tables are included in this Appendix:

*Detailed list of response function*  
*Response KDEM*  
*Response KDHE*  
*Response Local Health Departments and Local Hospitals*  
*Response Other agencies*

Except for the first table (Detailed list of preparedness function), each table contains all the functions for which one agency has been identified as having *any* role, whether as lead agency or as an agency of support to another lead agency (fields LINKED AGENCY-1 and LINKED AGENCY-2). Within each table, functions are sorted by lead agency.

## Abbreviations

COR	District Coroner Office
FBI	Federal Bureau of Investigation
KDEM	Kansas Division of Emergency Services
KDHE - Epi	Kansas Department of Health and Environment, Bureau of Epidemiology and Disease Prevention
KDHE - Lab	Kansas Department of Health and Environment, Division of Health and Environmental Laboratories
KDHE - PI	Kansas Department of Health and Environment, Office of Public Information
KHP	Kansas Highway Patrol
LHD	Local Health Department
LHOSP	Local Hospital
LLAW	Local Law Enforcement

# Detailed List of Response Functions

<b>FUNCTION</b>	<b>REFERENCE in TEXT</b>	<b>LEAD AGENCY</b>	<b>LINKED AGENCY-1</b>	<b>LINKED AGENCY-2</b>
<b>Detection and investigation of unusual events or clusters</b>	3.3.a	KDHE - Epi		
Track morbidity and mortality data	3.3.i.ii	LHD	LHOSP	KDHE - Epi
Provide sentinel syndromic surveillance	2.4.c.iii	KDHE - Epi	LHOSP	
Provide active provider-based surveillance	3.3.i.i	LHD	LHOSP	
Report all unusual disease activity	1.4.d, 2.4.c.ii, 3.3.a.ii & 3.3.a.iii	LHD	LHOSP	
Use available tools for reporting and Information Tracking	2.4.c.ii, 2.4.d, 2.4.e	LHD	LHOSP	
Perform timely data analysis	2.4.c.ii, 3.3.a	KDHE - Epi		
Provide feedback of analysis results	2.4.c&d, 3.3.a&b	KDHE - Epi	LHD	
Maintain surge data analysis capabilities	2.4.e.iii, 3.3.h	KDHE - Epi		
<b>Confirmation of a BT event</b>	3.3.a	All		
Assemble and Convene the Threat Assessment Team	3.3.a	KDEM	All	
Confirmation via threat analysis	3.3.a.i & ii	FBI	LLAW	KHP
Confirmation of a BT event via epidemiology	3.3.h	KDHE - Epi	LHD	
Confirmation via laboratory diagnosis	3.3.d.	KDHE - Lab		
<i>Ensure transportation of samples to KDHE is available</i>	2.4.g.i, 3.3.d.i & iii	KHP	FBI	LLAW
<b>State Agency Response Team (SART)</b>	2.4.b.iii	KDEM	All	
Activate the SART to the EOC	3.3.e	KDEM	All	
<b>Activate the Health Alert Network (HAN)</b>	2.4.d, 3.3.b	KDHE - Epi	LHD	
Send alerts via HAN as needed (24/7)	2.4.d, 3.3.b	KDHE - Epi	LHD	
Update the HAN Website as needed (24/7)	2.4.d, 3.3.b	KDHE - Epi	LHD	
Assure sharing of relevant information from HAN with local responders	2.4.d, 3.3.b	LHD		
<b>Laboratory Response</b>	3.3.d.	KDHE - Lab	LHOSP	
Provide shipping information and containers as needed	3.3.d.iii	KDHE - Lab		
Involve LHD in specimen shipping and result reporting	3.3.d.iii	KDHE - Lab	LHD	
Maintain integrity of evidence for specimens	2.4.g.i, 3.3.d, Appendix I	KDHE - Lab	FBI	LLAW
Perform diagnostic tests as needed	3.3.d	KDHE - Lab	LHOSP	
Assess the need for confirmation by a Federal laboratory	3.3.d	KDHE - Lab		
<b>Mass Care Response</b>	2.4.f.ii, 3.3.f	LHOSP	LHD	KDHE - Epi
Activate Mass Casualty response plans	2.4.f.ii, 3.3.f.i	LHD	LHOSP	
Assure collection of morbidity and mortality data	3.3.i.ii	LHOSP	LHD	
Assess hospital capacity and needs and activate surge capacity plans as needed	2.4.f.ii, 3.3.f	LHOSP	LHD	
Provide recommendations and decisions on mass prophylaxis and treatment	2.4.h, 3.3.f.ii-iv, Appendix	KDHE - Epi		

## Detailed List of Response Functions

<b>FUNCTION</b>	<b>REFERENCE in TEXT</b>	<b>LEAD AGENCY</b>	<b>LINKED AGENCY-1</b>	<b>LINKED AGENCY-2</b>
Provide mass prophylaxis and treatment	2.4.f.ii.6, 2.4.h, 3.3.f.ii-iv, 3.3.f.ii-iv	LHD		
<i>Complete an inventory and availability report based on the expected pharmaceutical</i>	3.3.f.ii-iv	LHOSP		
<i>Request emergency supplies of pharmaceuticals from preidentified sources</i>	2.4.h, 3.3.f.ii	LHOSP		
<i>Request the NPS push package or vendor-managed inventory</i>	3.3.f.iii	KDHE - Epi		
<i>Supply manpower for NPS activities</i>	3.3.f.iii	All		
<i>Receive, repackage, and distribute the NPS</i>	3.3.f.iii	All		
<i>Send a predesignated official to meet and sign for receipt of NPS assets</i>	Appendix K	KDHE - Epi		
<i>Provide a DEA registrant to sign for NPS controlled substances</i>	Appendix K	KDHE - Epi	LHD	
<i>Unload received shipment</i>	3.3.f.iii, Appendix K	KDEM		
<i>Provide security for the NPS items</i>	3.3.f.iii, Appendix K	KHP	KDEM	
<i>Maintain control of NPS assets and provide continued tracking</i>	3.3.f.iii, Appendix K	KDHE - Epi		
<i>Provide transportation for NPS assets from arrival, to repackaging, to distribution</i>	3.3.f.iii, Appendix K	KHP	KDEM	
<i>Provide facilities and manpower for local distribution of NPS assets</i>	3.3.f.iii, Appendix K	LHD	LHOSP	LLAW
<b>Mortuary</b>	??	COR	LHD	
Provide expertise and assistance with body disposal	??	COR	LHD	
<b>Public Information</b>	2.4.d, 3.3.h, 3.3.j.ii,	All		
Supply information to public on personal protective measures	2.4.d, 3.3.h, 3.3.j.ii,	KDHE - Epi	LHD	
<i>Adapt and reproduce prepared fact sheets with relevant information</i>	2.4.f.ii.1, 3.3.h, 3.3.j.ii,	KDHE - Epi		
<i>Distribute information through key public sites</i>	2.4.d, 3.3.j.ii	LHD		
Provide information to providers on prophylaxis and treatment guidelines	2.4.d, 2.4.h, 3.3.j	KDHE - Epi	LHD	
<i>Adapt and reproduce prepared fact sheets with relevant information</i>	3.3.h	KDHE - Epi		
<i>Distribute information to clinicians and hospitals</i>	3.3.h	KDHE - Epi	LHD	LHOSP
Provide constant updates to mass media on development of incident	3.3.j.ii	KDHE-IS		
<b>Communications</b>	3.3.b	All		
Notify appropriate chain of command	3.3.b	All		
Coordinate communication within EOC	3.3.e.ii	KDEM		
<i>Assign and distribute two-way radios, as needed</i>	3.3.e.iv	KDEM		
Receive and disseminate information to local responders, other state agencies, and the federal agencies	3.3.b.i	All	LHD	
<i>Provide two-way communication through Epi-X</i>	3.3.b.ii	KDHE - Epi		
Maintain close contact with LHD's, hospitals, and other Local responders	3.3.b.i	KDHE - Epi	LHD	All
<b>Event (Crisis) Management</b>	3.3.a, 3.3.e	KDEM		
Conduct first threat assessment, rule out non-credible threats	3.3.a	LLAW	LHD	

## Detailed List of Response Functions

<b>FUNCTION</b>	<b>REFERENCE in TEXT</b>	<b>LEAD AGENCY</b>	<b>LINKED AGENCY-1</b>	<b>LINKED AGENCY-2</b>
Support threat assessment, convene state TAT	3.3.a.i	KDEM	KDHE - Epi	KHP
Maintain the Emergency Operations Center	3.3.e.ii	KDEM		
Compile State, Federal and local damage assessments	3.3.e	KDEM		
Send at least one representative to the EOC	3.3.e.ii	All		
Establish and operate a Joint Operations Center, as needed	3.1.vi	FBI		
<b>Implement public health control measures</b>	<b>3.3.g-l</b>	<b>KDHE - Epi</b>		
Recognize and determine the need for isolation and quarantine	3.3.g	KDHE - Epi	KDEM	
Implement isolation and quarantine measures	3.3.g	LHD	LHOSP	LLAW
Perform applied epidemiology	3.3.h	KDHE - Epi	LHD	
Provide manpower for security, crowd control and civil disturbance	3.3.e.i.3	KHP	LLAW	KDEM
<b>General Response and Miscellaneous</b>	<b>-</b>	<b>All</b>		
Maintain custody of lab samples as evidence	3.3.d	FBI	KHP	LLAW
Ensure adequate protection of first responders	3.3.c	LLAW	LHD	LHOSP
Ensure proper HazMat handling of specimens	3.3.d	LLAW	KDEM	
Assure declaration of State of Disaster Emergency	3.3.e	KDEM		

LEAD AGENCY

FUNCTION

LINKED AGENCY-1

LINKED AGENCY-2

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# Response, Kansas Division of Emergency Management

## All

Confirmation of a BT event

Supply manpower for NPS activities

Receive, repackage, and distribute the NPS

Public Information

Communications

Notify appropriate chain of command

Receive and disseminate information to local responders, other state agencies, and the federal agencies

LHD

Send at least one representative to the EOC

General Response and Miscellaneous

## KDEM

Assemble and Convene the Threat Assessment Team

All

State Agency Response Team (SART)

All

Activate the SART to the EOC

All

Unload received shipment

Coordinate communication within EOC

Assign and distribute two-way radios, as needed

Event (Crisis) Management

Support threat assessment, convene state TAT

KDHE - Epi

KHP

Maintain the Emergency Operations Center

Compile State, Federal and local damage assessments

Assure declaration of State of Disaster Emergency

## KDHE - Epi

Maintain close contact with LHD's, hospitals, and other Local responders

LHD

All

LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
KHP	Recognize and determine the need for isolation and quarantine	KDEM	
	Provide security for the NPS items	KDEM	
	Provide transportation for NPS assets from arrival, to repackaging, to distribution	KDEM	
LLAW	Provide manpower for security, crowd control and civil disturbance	LLAW	KDEM
	Ensure proper HazMat handling of specimens	KDEM	



LEAD AGENCY

FUNCTION

LINKED AGENCY-1

LINKED AGENCY-2

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## Response, KDHE

### All

Confirmation of a BT event

Supply manpower for NPS activities

Receive, repackage, and distribute the NPS

Public Information

Communications

Notify appropriate chain of command

Receive and disseminate information to local responders, other state agencies, and the federal agencies

LHD

Send at least one representative to the EOC

General Response and Miscellaneous

### KDEM

Assemble and Convene the Threat Assessment Team

All

State Agency Response Team (SART)

All

Activate the SART to the EOC

All

Support threat assessment, convene state TAT

KDHE - Epi

KHP

### KDHE - Epi

Detection and investigation of unusual events or clusters

Provide sentinel syndromic surveillance

LHOSP

Perform timely data analysis

Provide feedback of analysis results

LHD

Maintain surge data analysis capabilities

Confirmation of a BT event via epidemiology

LHD

Activate the Health Alert Network (HAN)

LHD

Send alerts via HAN as needed (24/7)

LHD

LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
	Update the HAN Website as needed (24/7)	LHD	
	Provide recommendations and decisions on mass prophylaxis and treatment		
	Request the NPS push package or vendor-managed inventory		
	Send a predesignated official to meet and sign for receipt of NPS assets		
	Provide a DEA registrant to sign for NPS controlled substances	LHD	
	Maintain control of NPS assets and provide continued tracking		
	Supply information to public on personal protective measures	LHD	
	Adapt and reproduce prepared fact sheets with relevant information		
	Provide information to providers on prophylaxis and treatment guidelines	LHD	
	Adapt and reproduce prepared fact sheets with relevant information		
	Distribute information to clinicians and hospitals	LHD	LHOSP
	Provide two-way communication through Epi-X		
	Maintain close contact with LHD's, hospitals, and other Local responders	LHD	All
	Implement public health control measures		
	Recognize and determine the need for isolation and quarantine	KDEM	
	Perform applied epidemiology	LHD	
<b>KDHE - Lab</b>			
	Confirmation via laboratory diagnosis		
	Laboratory Response	LHOSP	
	Provide shipping information and containers as needed		
	Involve LHD in specimen shipping and result reporting	LHD	
	Maintain integrity of evidence for specimens	FBI	LLAW
	Perform diagnostic tests as needed	LHOSP	
	Assess the need for confirmation by a Federal laboratory		
<b>KDHE-IS</b>			
	Provide constant updates to mass media on development of incident		
<b>LHD</b>			
	Track morbidity and mortality data	LHOSP	KDHE-Epi

LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
LHOSP	Mass Care Response	LHD	KDHE-Epi

LEAD AGENCY

FUNCTION

LINKED AGENCY-1

LINKED AGENCY-2

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# Response, Local Health Department and Local Hospital

## All

Confirmation of a BT event

Supply manpower for NPS activities

Receive, repackage, and distribute the NPS

Public Information

Communications

Notify appropriate chain of command

Receive and disseminate information to local responders, other state agencies, and the federal agencies

LHD

Send at least one representative to the EOC

General Response and Miscellaneous

## COR

Mortuary

LHD

Provide expertise and assistance with body disposal

LHD

## KDEM

Assemble and Convene the Threat Assessment Team

All

State Agency Response Team (SART)

All

Activate the SART to the EOC

All

## KDHE - Epi

Provide sentinel syndromic surveillance

LHOSP

Provide feedback of analysis results

LHD

Confirmation of a BT event via epidemiology

LHD

Activate the Health Alert Network (HAN)

LHD

Send alerts via HAN as needed (24/7)

LHD

LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
	Update the HAN Website as needed (24/7)	LHD	
	Provide a DEA registrant to sign for NPS controlled substances	LHD	
	Supply information to public on personal protective measures	LHD	
	Provide information to providers on prophylaxis and treatment guidelines	LHD	
	Distribute information to clinicians and hospitals	LHD	LHOSP
	Maintain close contact with LHD's, hospitals, and other Local responders	LHD	All
	Perform applied epidemiology	LHD	
<b>KDHE - Lab</b>			
	Laboratory Response	LHOSP	
	Involve LHD in specimen shipping and result reporting	LHD	
	Perform diagnostic tests as needed	LHOSP	
<b>LHD</b>			
	Track morbidity and mortality data	LHOSP	KDHE-Epi
	Provide active provider-based surveillance	LHOSP	
	Report all unusual disease activity	LHOSP	
	Use available tools for reporting and Information Tracking	LHOSP	
	Assure sharing of relevant information from HAN with local responders		
	Activate Mass Casualty response plans	LHOSP	
	Provide mass prophylaxis and treatment		
	Provide facilities and manpower for local distribution of NPS assets	LHOSP	LLAW
	Distribute information through key public sites		
	Implement isolation and quarantine measures	LHOSP	LLAW
<b>LHOSP</b>			
	Mass Care Response	LHD	KDHE-Epi
	Assure collection of morbidity and mortality data	LHD	
	Assess hospital capacity and needs and activate surge capacity plans as needed	LHD	
	Complete an inventory and availability report based on the expected pharmaceutical needs		
	Request emergency supplies of pharmaceuticals from preidentified sources		

LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
LLAW	Conduct first threat assessment, rule out non-credible threats	LHD	
	Ensure adequate protection of first responders	LHD	LHOSP

LEAD AGENCY

FUNCTION

LINKED AGENCY-1

LINKED AGENCY-2

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## Response, Other Agencies

### All

Confirmation of a BT event

Supply manpower for NPS activities

Receive, repackage, and distribute the NPS

Public Information

Communications

Notify appropriate chain of command

Receive and disseminate information to local responders, other state agencies, and the federal agencies

LHD

Send at least one representative to the EOC

General Response and Miscellaneous

### COR

Mortuary

LHD

Provide expertise and assistance with body disposal

LHD

### FBI

Confirmation via threat analysis

LLAW

KHP

Establish and operate a Joint Operations Center, as needed

Maintain custody of lab samples as evidence

KHP

LLAW

### KDEM

Support threat assessment, convene state TAT

KDHE - Epi

KHP

### KDHE - Lab

Maintain integrity of evidence for specimens

FBI

LLAW

### KHP

Ensure transportation of samples to KDHEL is available

FBI

LLAW

LEAD AGENCY	FUNCTION	LINKED AGENCY-1	LINKED AGENCY-2
	Provide security for the NPS items	KDEM	
	Provide transportation for NPS assets from arrival, to repackaging, to distribution	KDEM	
	Provide manpower for security, crowd control and civil disturbance	LLAW	KDEM
<b>LHD</b>			
	Provide facilities and manpower for local distribution of NPS assets	LHOSP	LLAW
	Implement isolation and quarantine measures	LHOSP	LLAW
<b>LLAW</b>			
	Conduct first threat assessment, rule out non-credible threats	LHD	
	Ensure adequate protection of first responders	LHD	LHOSP
	Ensure proper HazMat handling of specimens	KDEM	